

**Department of Corrections (DOC)**  
**Supplier Diversity Plan**  
**For the Calendar Year ending December 31, 2010**

**Goal 1: Establish voluntary MWBE goals for the fiscal year ended June 30, 2010**

| <b>Action Steps</b>  | <b>Who</b>  | <b>When</b>                                      |
|--|-------------|--|
| Establish voluntary goals for 07/01/09 through 06/30/10. Compare the baseline to state goal. The goal will be either the baseline +3% or the state goal, whichever is highest. | Comptroller | 10/01/09,<br>01/01/10,<br>04/01/10 &<br>07/01/10 |
| Communicate goals with contracting and purchasing staff  | Comptroller | 07/01/09   |
| Review Office of Minority and Women (OMWBE) quarterly reports, analyze results, identify areas for improvement and adjust action steps as needed                               | Comptroller | Within 30 days after receipt of the report       |
| Include Supplier Diversity in procurement management review sessions   | Comptroller | 12/31/09,<br>5/31/10                             |
| Report management review session results to the Deputy Secretary of the Administrative Services Division   | Comptroller | 01/31/10,<br>07/31/10                            |

**Goal 2: Increase outreach to MWBE by partnering with OMWBE**

| <b>Action Steps</b>  | <b>Who</b>   | <b>When</b>                  |
|--|--|------------------------------|
| Transmit notice of all requests for information, request for quotes and requests for proposals in electronic format to OMWBE for the purpose of notifying certified firms and posting on the OMWBE web site. | Construction Project Managers, Contract Managers, Purchasing – Supply Officers and IT Purchasing Manager | Date of document release     |
| Notify OMWBE of all Pre-Bid meetings to enable notification of certified firms   | Construction Project Managers, Contract Managers, Purchasing – Supply Officers and IT Purchasing Manager | Date of meeting notification |
| Provide OMWBE with the opportunity to participate in pre-bid meetings  | Same as above  | Same as above                |
| Request to be included in OMWBE Procurement website. Link DOC's capital project website.   | Comptroller  | 12/31/09                     |

|  |                               |                      |
|--|-------------------------------|----------------------|
| Notify OMWBE of construction walk-throughs | Construction Project Managers | Date of notification |
|--|-------------------------------|----------------------|

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**Goal 3: Increase DOC outreach to MWBE**

| <b>Action Steps</b>   | <b>Who</b>   | <b>When</b> |
|---|--|-------------|
| Attend trade shows<br>✓ Annual Department of General Administration<br>✓ OMWBE Supplier Diversity                   | Purchasing, Contracting and Capital Planning and Development staff | 10/28-29/09 |
| Ask vendors and contractors if they are MWBE certified and encourage them to contact OMWBE and pursue certification | Purchasing, Contracting and Capital Planning and Development staff | Routinely   |
| Provide project plans to minority oriented construction plan center for potential bidders to review                 | Construction Project Manager                                       | Routinely   |
| Meet with MWBE to talk about doing business with the Department of Corrections                                      | Comptroller and Purchasing Manager                                 | 12/31/10    |

**Goal 4: Use consistent methods to notify possible vendors and contractors of opportunities.**

| <b>Action Steps</b>  | <b>Who</b>   | <b>When</b>                 |
|--|--|-----------------------------|
| Post all competitive procurements on the Department of General Administration WEBS application | Purchasing, Contracting and Capital Planning and Development staff | Date of procurement release |
| Post all competitive procurements on the DOC Internet site                                     | Purchasing, Contracting and Capital Planning and Development staff | Date of procurement release |

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**Goal 5: Identify and remove barriers to equal participation in contracting and purchasing.**

| <b>Action Steps</b>  | <b>Who</b>   | <b>When</b>              |
|--|--|--------------------------|
| Review contracting and purchasing opportunities, consider: <ul style="list-style-type: none"> <li>✓ The scope of work,</li> <li>✓ Use of voluntary MWBE goals</li> <li>✓ Pre-bid opportunities</li> <li>✓ Qualifications (length of time in field vs. length of time in business)</li> <li>✓ Types and amounts of insurance coverage</li> <li>✓ Bid evaluation/scoring procedure</li> <li>✓ Opportunity for unsuccessful bidders to de-brief</li> </ul> Ensure requirements meet DOC business needs. Strive to eliminate requirements which could hinder or create barriers for MWBE certified firms to participate. | Construction project manager, purchasing and contract staff and contract manager | Planning the procurement |
| Communicate known industry barriers to OMWBE. Collaborate with OMWBE to develop strategies for removing barriers.  | Comptroller or Capital Planning and Development Administrator                    | When identified          |

**Goal 6: Improve the accuracy of MWBE reporting.**

| <b>Action Steps</b>  | <b>Who</b>                       | <b>When</b>     |
|--|----------------------------------|-----------------|
| Remind prime contractors to report MWBE information on sub-contractors and identify by: <ul style="list-style-type: none"> <li>✓ Washington State Certification</li> <li>✓ Other State Certification</li> <li>✓ Federal Certification</li> </ul> | Project Managers                 | routinely       |
| Collect sub-contractor information through the Department of General Administration  | Capital Planning and Development | 1/31/09         |
| Encourage firms that are not certified, but may qualify, to contact OMWBE for more information   | Contracting and purchasing staff | When identified |

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**Goal 7: Communicate the agency plan and provide training to procurement staff**

| <b>Action Steps</b>  | <b>Who</b>         | <b>When</b> |
|--|--------------------|-------------|
| Distribute agency plan to individuals responsible for action steps and discuss the mission, goals and action steps | Comptroller        | 10/01/09    |
| Hold a procurement staff training day and include Supplier Diversity as one of the topics                          | Purchasing Manager | 01/31/10    |